



MTUBATUBA MUNICIPALITY

Mtubatuba Municipality invites qualified, suitable, experienced, innovative, committed individuals to apply for the following positions:

POST: TRANSPORT OFFICER
TASK GRADE: 10 OF CATEGORY 1 MUNICIPALITY
DEPARTMENT: CORPORATE SERVICES

Minimum Requirements:-

- Grade 12;
- Transport/ Fleet Management Certificate;
- Valid Driver's Licence;
- Computer Literacy;
- Report Writing skills
- At least two-three years' experience in the fleet management field.

OBJECTIVES

The post is responsible for coordinating and controlling the administrative and transport functionality and attends to the implementation of procedures, applications, systems and controls to facilitate and support the recording, updating, circulation and maintenance of information from/ to the Department with regards to various activities. Co-ordinates and management of the municipal fleet and ensuring that the all municipal fleet is utilized optimally and efficiently.

OUTPUTS

- Attending to the approval of requisition orders and/ or controlling claims and fleet related issues.
- Preparing and extracting qualitative and quantitative reports for submission to the Manager: Administration detailing the status of operations within the Unit.
- Providing consolidated administrative information in the form of trips analysis, trips forecasting and needs quantification.
- Coordinating the routes of all fleet as well as decide on the sequence of all municipal fleet requests from drivers daily
- Administration of fines for all municipal fleet ensuring that drivers responsible acknowledge receipt of their fines.
- Ensuring that all vehicles are regularly serviced and service schedules are kept in the vehicle.
- Ensuring that the vehicles are parked and kept in a safe place at all times.
- To perform monthly and consolidated quarterly reconciliation between trips undertaken against fuel utilized;
- Ensuring that vehicles undergo annual roadworthy testing and that the licensing of motor vehicle that require license renewals on an annual basis is done timeously
- Inspecting the vehicles daily to ensure that they are kept in a usable state and tidy and make monthly report on the state of Municipal vehicles
- Reconcile expenditure and kilometers travelled by each vehicle and submit a report together with petrol slips, toll gate slips, and other relevant invoices at the end of each month
- Ensuring that all Council vehicles have the Council name and logo affixed on each side
- Keep track of expenditure and budgets to ensure economical and effective use of the funds and make report on monthly basis

The Successful candidate will report to the Manager: Administration & Secretariate under Corporate Services Dept.. Enquiries may be directed to **HR Manager on 035 – 5500069**. Applications together with certified copies of certificates, ID and Driver's License must be hand delivered to **Registry Office** or be posted to: The HR Section, Mtubatuba Municipality, P.O. Box 52, Mtubatuba, 3935 on or before **22 April 2016** at 15h00.



Mtubatuba Municipality has an approved Employment Equity Plan with Targets which will be considered as part of the recruitment process.

Ms N.Q. Mzimela
The Acting Municipal Manager

Closing date: 22/04/2016